

# **U.S. EMBASSY KUWAIT**

## **VACANCY ANNOUNCEMENT NO. 033-09**

**OPEN TO:** ALL INTERESTED CANDIDATES

**POSITION:** BUDGET ANALYST  
FSN-405-9\* ; FP-05\*\* (steps 1 through 4)

**OPENING DATE:** August 12, 2009

**CLOSING DATE:** August 25, 2009

**WORKING HOURS:** FULL-TIME; 40 hours per week

**SALARY:** Not-Ordinarily Resident (NOR):  
Position Grade: FP-05 (steps 1 through 4)  
Salary range: \$42,314 p.a. through \$47,625 p.a.  
(\*\* Final grade/salary to be determined by HR/OE – NEA/EX/HRD)

Ordinarily Resident (OR): KD 9,419 p.a. (Starting Salary)  
Position Grade: FSN-9  
\* Actual grade and salary will be based on the qualifications of the applicant.

**Note:** All ordinarily resident applicants must have the required work and/or residence permit to be eligible for consideration.

**Note:** USEFMs and EFM's defined below of U.S. Government Employees assigned to the Mission under Chief of Mission authority are eligible for consideration. A U.S. Citizen EFM does not have to be residing in country to be considered but the sponsoring officer under COM authority does have to be officially assigned to post.

The U.S. Embassy in Kuwait is seeking an individual for the position of Budget Analyst in the Financial Management Office.

### **BASIC FUNCTION OF THE POSITION**

The incumbent of this position maintains the accounting system for Iraq Support Unit (ISU) and National Day (ND) funding; obligates funds; maintains accurate records of current balances of funds available. The incumbent is supervised directly by the Financial Management Officer and/or Financial Specialist.

Duties include:

- Reviews, verifies, process, and reports the transactions (Obligations, FS-477, and Journal Voucher) for Iraq Support Unit and Gift Appropriation. This includes funding the purchase orders, contracts, call numbers (against BPA), Payroll related transactions/Documents, and travel orders against the appropriate appropriations/allotments..

- Coordinates with timekeepers reporting ISU-Kuwait funded positions on all payroll, allowances, and benefits related issues for DHA, EFM and LES positions. Ensures proper funding under ISU related obligations to avoid rejections from FSC Bangkok and/or FSC Charleston. Prepares and processes journal vouchers immediately after the posting of payroll charges from FSC to transfer from other appropriations to ISU Kuwait allotment related to VIP or VVIP visits. Serves as liaison between ISU Kuwait, ISU Amman, FSC Charleston, and NEA/SCA Washington
- Provide pre-certification on all the vouchers related to assigned appropriations/allotments. Reviews all travel vouchers and advances prepared by the travel assistant before presented to certifying officers.
- Provides liaison between Embassy and the hotels on all financial related issues involving VIP, VVIP, and/or TDYERs to and from Iraq.
- Assist lead ICASS FSN (Budget Analyst) in obtaining workload data from all ICASS components at post. Assist Financial Specialist on preparing the overall mission spending plans and forecast reports.
- Overall management of National Day Funds. This includes participation in National Day preparation and closeout meetings, coordinates with the ND committee on collections, ensure timely reporting of collections to RM, NEA/SCA Bureau and GFS Charleston for quicker re-allotments.

## **QUALIFICATIONS REQUIRED:**

1. Possession of a university degree in Accounting or Business Administration.
2. Three years of U.S. Government accounting related experience and/or five years of accounting related experience in a private sector with a multinational company.
3. Level IV (fluent) in English.
4. Knowledge of U.S. Department of State Foreign Affairs Manual, Memoranda of Agreement, standardized regulations, Joint Federal Travel Regulations and RM-GFS operating manual for vouchering and allotment accounting.
5. Well versed with MS-Office, especially MS-Excel, MS-Access and MS-PowerPoint.

## **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (OF-612); or  
a current resume or curriculum vitae that provides the same information as an OF-612;  
plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Human Resources Office  
American Embassy Kuwait  
Email your application to: [HROKuwait@state.gov](mailto:HROKuwait@state.gov)

## DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
  - US Citizen; and,
  - EFM (see above) at least 18 years old; and,
  - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
    1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
    2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
2. EFM: An individual related to a US Government employee in one of the following ways:
  - Spouse;
  - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
  - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
  - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
  - Not an EFM; and,
  - Not on the travel orders of the sponsoring employee; and,
  - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:
- Is not a citizen of the host country; and,
  - Does not ordinarily reside (*OR*, see below) in the host country; and,
  - Is not subject to host country employment and tax laws; and,
  - Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:
- Is locally resident; and,
  - Has legal, permanent resident status within the host country; and,
  - Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**CLOSING DATE FOR THIS POSITION: COB August 25, 2009**

**An equal opportunity Employer**

**The US Mission in Kuwait provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.**

**The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.**